

CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, January 9, 2017

The regular meeting of the Monroe Planning Commission was held on **Monday, January 9, 2017** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chair Kristiansen called the meeting to order at 7:00 p.m.

ROLL CALL

Secretary Stephanie Johnson called the roll.

Commissioners Present: Chair Kristiansen, Vice Chair Tuttle, Commissioner Duerksen, Commissioner Bull, Commissioner Fisher and Commissioner Jensen. Commissioner Stanger arrived at 7:04 p.m.

Commissioners Absent: none

Staff Present: Interim Community Development Director Brad Feilberg and Planning Commission Secretary Stephanie Johnson

COMMENTS FROM CITIZENS

Director Feilberg informed the Planning Commissioners that David Osaki resigned from his position with the City of Monroe. Director Feilberg will act as Interim Community Development Director until a replacement is found. The position has already been posted, as well as an Associate Planner/Code Enforcement position. He also said that a new Senior Planner will start on January 30, 2017. Also, Planning Commissioner Secretary Stephanie Johnson accepted a position with the City's Public Works Department but will continue to help Planning while they rebuild their department. David Moseley has been filling the Interim City Administrator position since the beginning of January, and the City is meeting with consulting firm Prothman this week to discuss finding a new City Administrator.

APPROVAL OF MINUTES

- December 12, 2016 – **Commissioner Stanger** suggested rewording a sentence regarding consultant interaction with staff. **Commissioner Tuttle** moved to accept the December 12, 2016 Planning Commission meeting minutes with changes. **Commissioner Bull** seconded. Motion carried 7/0.

PUBLIC HEARING

None

NEW BUSINESS

Election of Officers

Chair Kristiansen opened discussion to nominate a Chairperson. **Commissioner Tuttle** nominated Chair Kristiansen. Elected by a show of hands **6/0** (Chair Kristiansen abstained from voting).

Commissioner Duerksen nominated Vice Chair Tuttle to continue as Vice Chair. Elected by a

show of hands **6/0** (Vice Chair Tuttle abstained from voting).

OLD BUSINESS

2017 Planning Commission Work Program Overview

Director Feilberg summarized what the Planning Commission will be working on over the next three months, including CA2016-03 Critical Areas Code Amendments, CA2017-01 Downtown Zoning Code Amendments, CA2017-02 Land Use Decision Makers and Appellate Venues, CA2017-03 Notification and Publishing Timelines, CA2017-04 Site Plan Review Process Repeal, CA2017-05 Rezone Process Amendments, CA2017-06 Development Agreements (new regulations), Unified Development Code, 2015-2035 Comprehensive Plan 2016-2017 Amendments (Growth Target Reconciliation, School District Capital Facilities Plan, Fire Protection Facilities), Sign Code Amendments, Zoning Map Amendments, and Development Regulation Amendments.

With regard to the development regulation and zoning map amendment work, the proposed 2017 budget includes funding to hire a consultant to revise development regulations and to also work on related zoning map amendments. This will be a substantial element of the Planning Commission's 2017 work program, likely necessitating special meetings.

The Commissioners asked clarifying questions and recommended edits to Director Feilberg's draft documents. It was also realized that the most current draft of the Downtown Code Amendments was not being reviewed, so it needs to be found. Director Feilberg will make changes and discussion will continue at the scheduled Planning Commission meeting on January 23, 2017.

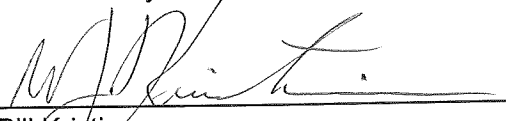
Vice Chair Tuttle expressed concern over administrative approval processes. She explained that she feels there needs to be more accountability and consistency regarding final decisions. She feels that the current processes leave too much open to interpretation, which is even more crucial considering turnover.

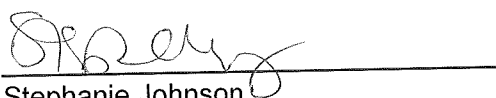
DISCUSSION BY COMMISSION AND STAFF

Vice Chair Tuttle told the Planning Commission that the charity event for the local homeless community held at Thrive Fitness on December 13 was a success and Thrive is discussing doing it again, maybe on a bi-annual schedule.

ADJOURNMENT

Commissioner Jensen moved to adjourn the **January 9, 2017** Planning Commission meeting. Seconded by **Chair Kristiansen**. Motion carried **7/0** and the meeting was adjourned at **8:25 p.m.**


Bill Kristiansen
Chair


Stephanie Johnson
Planning Commission Secretary